

## **CHAPTER 13**

### **ROAD NAMING AND STREET ADDRESSING**

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#### **13-1 Purpose**

**The purpose of this Ordinance is to enhance public safety and convenience by establishing a uniform road naming and locatable addressing system throughout the Town.**

**Such a system will:**

- a. Enable police, fire, and rescue services to respond more expeditiously to emergencies;**
- b. Facilitate deliveries to one's home or business (eg. UPS, Federal Express, etc.)**
- c. Assist visitors in finding, or explaining to public safety services, a certain location within the Town.**

#### **13-2 Statutory Authority**

**This Ordinance has been promulgated under the authority granted the Town's Legislative Body by 24 V.S.A. § 2291 (16) and 24 V.S.A. § 4421.**

#### **13-3 Road Naming**

- a. Guidelines - All roads, public and private, must have a separate and distinct name. No two roads should have the same or similar sounding names.**
- b. Name Designation -The Selectboard, after a public hearing, shall be authorized to name or rename any road within the Town.**
- c. Subdivisions -The Selectboard, prior to the final approval of a new subdivision, shall name all roads within said subdivision.**
- d. Record Maintenance -The Planning Department shall maintain and update all records associated with the Town's road name inventory.**

## **13-4 Street Numbers**

### **a. Designation of Street Numbers**

**Street numbers for dwelling units and places of business on all public and private streets shall be assigned by the Zoning Administrator in accordance with the procedures adopted by the Town Manager. The Planning Department shall keep a record of all numbers assigned under this Ordinance.**

### **b. Posting of Designated Street Address**

- 1. The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified by the Town of the number assigned to his/her structure after the adoption of this Ordinance.**
- 2. Within sixty (60) days after the receipt of such notification from the Town, the owner or occupant or person in charge of a house or building to which a number has been assigned shall affix the number to the structure, if visible from the road, or to a mailbox or number post, if not visible from the road, in such a way that the numbers can be clearly seen from the roadway.**
- 3. It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the Town.**
- 4. Each principal building shall display the number assigned to the frontage on which the front entrance is located. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance shall display a separate number.**
- 5. Numerals indicating the official numbers for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of a contrasting color to the background, of not less than four inches (4") in height. If a building or dwelling is situated in such a way that the numbers can not be easily seen from the roadway in front of said structure, then a mailbox or number post must be used in front of the structure and placed in such a way that it can be easily seen from the roadway.**

### **c. New Structures**

- 1. Numbers will be assigned to each proposed lot or tract on the surveyor's copies of Final Subdivision Plats by the Zoning Administrator.**
- 2. No zoning permit shall be issued for any principal building until the owner or developer has procured from the Zoning Administrator of the Town the official number for the premises. Final approval of a certificate of occupancy for any principal building erected or repaired after the effective date of this Ordinance shall be withheld until permanent and proper numbers have been displayed in accordance with the requirements of subsection 13-4(b).**

### **13-5 Civil Designation**

A violation of this Ordinance shall be a civil matter enforced in accordance with the provisions of 24 V.S.A. § 1974a and 1977 et seq.

### **13-6 Penalties**

In the event that the owner or occupant, or person in charge of any house or building, refuses to comply with the terms of this Ordinance by failing to affix the number assigned within sixty (60) days after notification, or by failing within said period of sixty (60) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto, he/she shall be punished by paying a fine of \$20.00. Each day that such a violation continues shall constitute a separate violation. The waiver fee shall be established at \$10.00.

### **13-7 Enforcement**

Issuing officials authorized to enforce this Ordinance shall be the Zoning Administrator or any Manchester Police Officer.

### **13-8 Severability**

If any provision within this Ordinance is for any reason held to be invalid, such action shall not affect the validity of the remaining provisions of this Ordinance.

Adopted 1/16/96  
Effective 3/16/96